



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, COMMUNITY EPIDEMIOLOGY CONTROL

Class No. 004127

■ CLASSIFICATION PURPOSE

Under general direction, to direct and coordinate County-wide disease surveillance, investigation and control programs provided by Health and Human Services Agency; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Chief, Community Epidemiology Control is a one-position, management class allocated to the Health and Human Services Agency (HHS), Community Epidemiology Division. The incumbent of this position reports directly to the Public Health Officer and is responsible for directing and coordinating County-wide disease surveillance, investigation and control programs.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

1. Plans, organizes, directs and coordinates the medical and administrative activities of the Division of Community Epidemiology.
2. Evaluates the effectiveness of health programs and recommends required changes.
3. Consults with and reviews the progress of professional staff members.
4. Establishes standards of performance and evaluates staff performance.
5. Provides orientation and in-service training for staff.
6. Analyzes and interprets data and prepares reports relating to department medical services.
7. Represents the department at various community and professional meetings.
8. Supervises the preparation of budget proposals for the division.
9. Coordinates division activities with other HHS departmental units such as Nursing, Laboratory, and Health Education.
10. Directs preparation of Board letters and may be required to appear before the Board at the request of the department head.
11. Maintains a close liaison with state health authorities.
12. Develops policies and procedures.
13. Responds to media inquiries as directed.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Diagnosis and treatment of communicable and non-communicable diseases such as meningitis, influenza, malaria, food borne illnesses, and illnesses caused by bio-terrorism related agents.
- Communicable disease control and prevention.
- Evaluation of cost benefits of division services.
- Administration of public health programs.

- Medical services provided by County and non-County agencies.
- Organization and structure of county agencies.
- The General Management System (GMS) in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, supervise and coordinate realistic and effective community disease control activities.
- Work closely with peers without direct supervision.
- Supervise professional and non-professional subordinates.
- Plan and implement realistic and effective proposals using available resources.
- Evaluate costs and benefits of County programs.
- Communicate effectively orally and in writing.
- Direct development of grants proposals, reports and budgets.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: graduation from an accredited medical school, AND, a master's degree from an accredited school of public health, AND, three (3) years of public health experience, which must have included at least two (2) years of experience in a supervisory level position in a health program with a preventive health component.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent sitting, standing, and repetitive use of hands when operating computers. Occasional walking and lifting of office items and personal protection equipment weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

- A valid license to practice medicine in the State of California is required at time of appointment.
- Certification by the American Board in Preventive Medicine is desirable.
- A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Work primarily takes place in an office environment, although work occasionally takes place in field settings which may involve exposure to excessive noise and extremes in temperature, humidity, or wetness. Work involves frequent exposure to computer screens. Work may involve potential exposure to biohazards and communicable diseases; incumbents may be required to wear personal protective equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: July 5, 1996
Reviewed: Spring 2003
Revised: June 11, 2004
Revised: October 2005

Chief, Community Epidemiology Control (Class No. 004127)

Union Code: MA

Variable Entry: Y